



MINUTES

IT Strategic Planning Committee

DATE	November 30, 2005
TIME	10:00 AM
LOCATION	Nevada Public Works Board Conference Room, 515 East Musser Street, Carson City
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Administration, Dave McTeer	✓	DoIT, Terry Savage	✓
Andrew Clinger	✓	Brian Guest	✓
Deanna Bjork	✓	Alisanne Maffei	✓
Agriculture, Don Henderson		Education, Keith Rheault	
Rick Gimlin		Homeland, Giles Vanderhoof	
B&I, Doug Walther		Military, Miles Celio	✓
Grant Reynolds	✓	Motor Vehicles, Ginny Lewis	✓
CNR, Allen Biaggi		PEBP, Forrest Thorne	✓
Kay Scherer	✓	Personnel, Jeanne Greene	
Corrections, Glen Whorton		Public Safety, George Togliatti	
Rich Stewart		Bob Wideman	✓
Cultural Affairs, Scott Sisco		Taxation, Chuck Chinnock	✓
Sara Jones	✓	Tom Summers	
DETR, Birgit Baker		Transportation, Robert Chisel	
DHHS, Mike Willden		Veteran's Service, Chuck Fulkerson	✓
Michael Torvinen	✓	Wildlife, Terry Crawford	

CALL TO ORDER

I Introduction

- Perry Comeaux, Department of Administration, called the meeting to order.

II Review and Approval of the Minutes

- After review of the October meeting minutes, it was moved by Woody Thorne and seconded by Chuck Chinnock to accept the minutes. The minutes from October 20, 2005 were accepted as presented without changes.

III IT Project Prioritization Process and Weights

- The upcoming IT Project Prioritization Process and Weights were discussed. The IT Strategic Planning Committee (ITSPC) determined that the weights will remain the same as in the last process. It was agreed to schedule the presentations for the general fund and non-general funds separately. The first week in June of 2006 is targeted for the presentations over a two day period, dependant on the number of IT projects submitted. A location will be secured and reminders sent out.
- The process and weights has been included in the budget instructions; the Technology Investment Request (TIR) has been linked to this process as well.

VI Updates

- The current Top Ten IT Issues and the comparison to the issues identified in 2002 have been distributed. An all agency memo is to go out for agency use.
- The committee was requested to forward any agency progress or related projects to Top Ten IT Issues to Alisanne Maffei, DoIT, to keep the committee updated.
- Alisanne Maffei offered research, preparation and evaluation services on agency IT plans.
- Alisanne Maffei summarized the status of activity on the Critical Business Technology Assessment Project (CBTAP). Over 50% of the current CBTAP data was entered in September. The data is expected to be entered into the repository by November and CBTAP completed by January for ITSPC use.
- Brian Guest, Security Unit, presented the security status. He distributed the status by agency on the disaster recovery plan (DRP) and security awareness program completion.
- Terry Savage provided an update on the Technical Standards Committee anticipating the ITSPC reviewing the first standards from that committee around March, 2006.
- Dave McTeer gave an update on the enterprise ePay project. The automated cash reconciliation process is to be expected early 2006. Discussions with American Express are taking place.
- It was suggested to develop an ePay Policy supported by the ITSPC, State of Nevada Agencies, Governor's Office, Budget Office for the next administration and legislative session.
- The Video Teleconferencing data has been collected and posted for agency use. New updates have been added as provided by the agencies. The Treasurers Office has indicated an interest in enterprise video teleconferencing scheduling.

VI Future Issues/New Business

- It was moved and seconded to approve the standing chair of the IT Strategic Planning Committee as the Director of Administration, and the co-chair as the Director of Information Technology.
- The Security Lunch and Learn Speaker was announced for January 25, 2006 in the Library and Archives Large Conference Room.

VII WRAP UP

- The next meeting of the IT Strategic Planning Committee will be scheduled for Thursday, January 12th, 2006, from 10:00 AM until 12 noon, Nevada Public Works Board Conference Room, 515 East Musser Street

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei

Related Links / Contact Information:

Nevada State Agencies Video Conferencing Sites and Contact listing :

http://doit.nv.gov/DoIT_Meetings.htm

SilverSource updated link: <http://silversource.state.nv.us/>

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Training User Guide http://infosec.intranet.nv.gov/Security_Training.htm

Security Awareness Program http://infosec.nv.gov/Security_Services.htm#Awareness

Nevada Communications Steering Committee website <http://ncsc.nv.gov/>

NITOC document index http://www.nitoc.nv.gov/document_index.htm#Operations

IT Strategic Planning Committee http://www.nitoc.nv.gov/index_planning.htm

IT Project Oversight Committee http://www.nitoc.nv.gov/index_project.htm

IT Workforce Committee http://www.nitoc.nv.gov/index_workforce.htm

The Critical Business Technology Assessment Program (CBTAP) Tool

<http://doit.nv.gov/cbtap/>